



Probation Service Definition

ADMINISTRATIVE OFFICE OF PROBATION

SERVICE NAME	Transportation <input type="checkbox"/> Adult <input checked="" type="checkbox"/> Youth
Category	Non-Treatment
Setting	This service occurs in a vehicle. An employee may need to wait with the youth and family at the identified transportation location to supervise the time between a round trip transport as authorized by the probation officer.
Facility License	Agencies authorization, oversight, and insurance coverage approved of by the Nebraska Public Service Commission for the provision of this service.
Service Description	<ul style="list-style-type: none"> Secure transportation- the company shall utilize a vehicle equipped to perform this type of transport, caged vehicle with safety locks. The company must also have drivers that are trained in mechanical restraints to include leg shackles, waist chains and handcuffs. The company shall be authorized to provide this type of transportation by the Public Service Commission. Community-based transportation (non-secure) - This type of transportation does not require a vehicle with special equipment or mechanical restraints. Community-based transportation shall be utilized for youth in community settings or when a youth is leaving a secure facility to a least restrictive environment.
Service Expectations	<p>1) Safety Safety of the youth is paramount. It is expected that transportation agency must:</p> <ul style="list-style-type: none"> a) Maintain safe, reliable vehicles. b) Retain adequate insurance. c) Ensure safe and responsible drivers d) Ensure consistent and prompt schedules <ul style="list-style-type: none"> i) Enables youths to be picked up as scheduled and arrive on time to their destination. ii) Common pick-up locations, such as a school, must be in a safe area and easy for the youth to access. e) If providing secure transportation, drivers must be trained and demonstrate skill in mechanical restraints. f) Ensure youth does not have access to belongings, specifically medication

	<p>g) Ensure line-of-site supervision when possible. If restroom stops are needed, preference will be given to police stations, probation offices and rest areas over gas stations and stores.</p> <p>2) Referrals</p> <p>a) Once availability has been confirmed, all referral information and scheduling will be facilitated electronically through the Registered Service Provider's (RSP) site.</p> <p>i) Utilization of the RSP's site will follow the RSP manual, found within the RSP's site Toolbox.</p> <p>b) For active, on-going transportation requests, a new referral / authorization will be available in the RSP's site each month.</p> <p>3) Communication</p> <p>Open and collaborative communication between probation personnel and the transportation provider is necessary for effective service delivery.</p> <p>a) The transportation agency/driver will notify probation personnel immediately if:</p> <p>i) Concerning issues arising from a scheduled transport.</p> <p>ii) Changes to transportation availability.</p> <p>iii) Miscellaneous issues concerning probation process.</p> <p>4) Response to Missed Scheduled Transportation ("No Show")</p> <p>a) Upon arrival at the pick-up location, the transportation agency/driver will:</p> <p>i) Notify the youth that transportation has arrived including:</p> <p>(1) Honk and call youths contact number.</p> <p>ii) If no response is received, wait a minimum 5 minutes beyond the original pick-up time to give the youth an opportunity to acknowledge the transportation.</p> <p>(1) Notify the probation officer of a missed scheduled transport within 24 hours via the RSP Site.</p>
Service Frequency	Varies based off of the need of the youth and family as approved by probation and court order.
Length of Stay	N/A
Staffing	<ul style="list-style-type: none"> • Preferred that youth are transported individually in the vehicle, however, if there is an identified need by the company to have multiple youth in a vehicle, the probation officers that have arranged the transports shall be notified so that appropriate information (i.e. Gender differences assault, history, etc.) is provided to the transport company to increase the opportunity for a safe transport to occur. • Drivers must have passed a defensive driving course. • If providing secure transportation, drivers must demonstrate skill in the proper use of mechanical restraints.

Staff to Client Ratio	Varies based off of information received by the company from the probation staff to make sure that the transport is performed safely
Hours of Operation	The transportation companies will have the ability to conduct a transport 24 hours a day, 7 days a week with 24 hour notice. The transportation company will provide after-hours contact to the probation system to have the ability to arrange transportation on emergency basis that do not allow for a 24 hour notice.
Service Desired Outcomes	Identified person is safely transported to the location identified by the probation officer
Unit and Rate	<ul style="list-style-type: none"> • \$1.55/mile \$17.00 minimum reimbursed per loaded one way trip (Statewide) • \$10/hour Escort- Defined as the time a transportation staff must wait with a securely transported youth for an appointment, or when an additional driver is needed to ensure safety, as authorized by the court. • \$1.55/mile plus \$40 base rate for wheelchair required transportation • Meals for transported youths can be billed will prior approval from probation per Federal guidelines. <p>Billing</p> <p>Monthly billing will be submitted to Nebraska Probation Administration in the form of an invoice by the first of the following month. The format, in which the invoice must be structured, is outlined in the attached Invoice Instructions. Use of this format aids Probation in reconciliation of the invoice with our records and in turn, allows us to dispense payments as efficiently as possible. This format also satisfies the requirements of our State accounting auditors.</p> <p>*Note: Only <u>one</u> invoice may be submitted per month. Youths utilizing your company's service multiple times per month will be included within the invoice as noted in the Invoice Instructions.</p> <p>INVOICE INSTRUCTIONS</p> <p>All Invoices must have:</p> <p>b) A heading which includes:</p> <ul style="list-style-type: none"> i) Name and address of the company ii) Dates covered by the invoice <ul style="list-style-type: none"> (1) Month (represented by beginning and ending month dates) (2) Year <p>c) Itemized reimbursement requested</p> <ul style="list-style-type: none"> i) Invoice will be sub-divided by probation district (one district per page) to include: <ul style="list-style-type: none"> (1) List of youths served

	<p>(a) If a parent/guardian of a youth is transported, their name must be listed with their youth who is on probation (which will be included in the referral) noted in parenthesis underneath the parent/guardian's name.</p> <p>(i) This allows cost to be properly associated with an active probation case.</p> <p>(ii) The transport of a parent/guardian along with their child from the same pick-up/drop-off points is not eligible for reimbursement.</p> <p>(2) Units utilized by the youth per month</p> <p>(a) Total miles of loaded transport</p> <p>(b) Total hours if an Escort was utilized for secure (loaded) transportation</p> <p>(i) An Escort is defined as the time a transportation staff must wait with a securely transported youth for an appointment, or when an additional driver is needed to ensure safety, as authorized by the court.</p> <p>(3) Total amounts due for each youth</p> <p>(a) Reimbursement rates are listed in the Youth RSP's Packet</p> <p>(4) Each district should be sub-totaled with the grand total amount due for the entire invoice and noted at the end of the last district's itemization.</p>
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